



19 NOV 1970

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Executive Director-Comptroller

SUBJECT : 17th Annual Career Service Awards Program
of the National Civil Service League

1. This memorandum submits for your signature a letter nominating Dr. R. J. Smith for the Career Service Award. The letter from Mr. Mortimer M. Caplin, President of the National Civil Service League, inviting nominations is attached.

2. The nominating document has been reviewed and concurred in by the Office of Security. The closing date for receipt of nominations is 23 November 1970.

3. It is recommended that you sign the letter to Mr. Caplin and the nominating document which is also attached.



Robert S. Wattles
Director of Personnel

STATINTL

Atts

20 November 1970

Mr. Mortimer M. Caplin, President
National Civil Service League
1028 Connecticut Avenue, N. W.
Washington, D. C. 20036

Dear Mort:

I am pleased to forward the nomination of Dr. R. J. Smith for the Career Service Award. Dr. Smith is the Deputy Director for Intelligence and consequently my senior intelligence analyst responsible for the production of national intelligence. His Directorate has the job of assembling raw data and developing from it the intelligence analysis upon which national policy is based. He is also my principal adviser on National Security Council matters.

Dr. Smith has been nominated twice before. Perhaps we let him down both times by not making sufficiently clear just how distinguished his record is and how great a contribution he has made. As an adviser and manager, he has excelled. His rather special combination of creative brilliance and integrity deserve recognition. In the final analysis, it is the leadership and judgment of men like Dr. Smith on which we rely.

Sincerely,

/s/ Dick

Richard Helms
Director

Enclosures

OP/BSD/[]jas (18 Nov 70)

Rewritten: O/ExDir/[]bip (19 Nov 70)

Distribution:

Orig - Addressee

1 - DDCI

1 - DD/Pers/SP

2 - C/BSD/OP

1 - ER

1 - DD/S

2 - D/Pers

SENDER WILL CHECK CLASS		CATION TOP AND BOTTOM	
UNCLASSIFIED	CONFIDENTIAL	SECRET	TOP SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller 7 E 12, Headquarters	11/20	LW/bip
2			
3	Director of Central Intelligence	11/20	RH/bip
4			
5	Director of Personnel 5 E 56, Headquarters		
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <p>After signature, please return the letter and nominating documents to the Office of the Director of Personnel. The appropriate number of copies will then be made and delivered to the NCSL.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Director of Personnel 5 E 56, Headquarters			19 NOV 1970
UNCLASSIFIED		CONFIDENTIAL	SECRET

Career Service Awards

Leaders Praise Public Service and League

"The National Civil Service League is to be commended for an unwavering commitment to the improvement of the Government service. I am pleased to see that the League is working to help modernize state and local merit systems and to create positions in career public employment for the disadvantaged under merit principles."

RICHARD M. NIXON

"I was deeply proud to participate in the ceremony honoring the National Civil Service League's Career Service Awards winners. It is always a pleasure to see reward given to those public servants, so dedicated and a credit to their country."

LYNDON B. JOHNSON

"The National Civil Service League, by its selection and acclaim of outstanding award winners, made a valuable contribution to better public understanding of our career service."

JOHN F. KENNEDY

"The National Civil Service League is to be commended for its efforts to strengthen the public service and for its program of bringing national recognition to significant careers in the Federal Service."

DWIGHT D. EISENHOWER

"We are all indebted to the League and its members for their untiring work in helping to improve Civil Service systems throughout the nation."

HARRY S. TRUMAN

- *To Stimulate able young people to choose government careers*

- *To Encourage all in government to pursue excellence*

- *To Promote public appreciation of quality in government*

- *To Honor career civil servants for significant contributions*

Career Service Awards

ANNUAL PRESENTATION
HONORING CAREER PUBLIC SERVANTS



NATIONAL CIVIL SERVICE LEAGUE
1028 Connecticut Ave., N.W.
Washington, D. C.

National Civil Service League

INSTRUCTIONS TO AGENCIES NOMINATING CANDIDATES

Agency and department heads are invited to nominate candidates. Men and women in all grades and occupations, in the field, overseas, and in the departmental service are eligible. Nominees must meet the "Basis of Selection" criteria established in this announcement. They must be employed in one of the career services of the federal government or by their records be clearly identified as career employees making government service their lifework.

WHAT TO SUBMIT. Each agency and department head may nominate *three* (for agencies employing more than 100,000 – *four*) candidates by submitting:

1. FOUR COPIES of a written statement, no more than five pages in length containing:
 - A. Justification in detail for the nomination in terms of the primary considerations noted as the basis for selection.
 - B. Human interest factors especially related to the candidate's career that would give insight into the candidate's character and assist in promulgation of widespread publicity on the candidate's selection.
 - C. Comments on the candidate's participation in professional, social and civic activities and organizations.
2. PICTURES of the candidate: four 8" x 10" glossy prints.
3. FIFTY COPIES (*original must be signed by agency head*) of a summary statement—preferably one page long, but two pages will be accepted—organized as indicated below:

NAME, TITLE AND GRADE

LENGTH OF SERVICE

BUSINESS ADDRESS & PHONE #

MARITAL STATUS

RESIDENCE ADDRESS & PHONE #

DATE & PLACE OF BIRTH

EDUCATION AND DEGREES (INCLUDING NAMES OF SCHOOLS)

CHRONOLOGICAL SYNOPSIS OF CAREER SERVICE PROGRESSION, SHOWING TITLE & GOVERNMENT ORGANIZATIONS

BRIEF STATEMENT SETTING FORTH IN SUMMARY THE SUBSTANTIVE ACHIEVEMENTS WHICH QUALIFY THE CANDIDATE FOR CONSIDERATION AND INDICATING THE AGENCY HEAD'S PRIMARY REASON(S) FOR SUBMITTING THE CANDIDATE'S NAME.

NOTE: Supplemental material may be submitted, but the material above should stand on its own.

Submit materials to:

National Civil Service League
1028 Connecticut Ave., N.W.
Washington, D. C. 20036

CAREER SERVICE AWARDS

PURPOSE

This National Civil Service League program strengthens the public service by bringing national recognition to significant careers in the federal service.

The League will grant awards to ten career employees who exemplify in an outstanding manner the primary characteristics of the career service: efficiency, achievement, character, and service. Extensive publicity through television, radio, magazines, and newspapers will be given to the selections and the presentation of the awards.

THE AWARD

The Career Service Award recipients will be guests of honor at a dinner in Washington, D. C. to be addressed by a nationally prominent speaker and attended by many leaders of government, business, education, and the professions.

BASIS OF SELECTION

1. Efficiency and achievement
A record of exceptional efficiency; evidence of sustained superior performance and accomplishment.
2. Character
A record of integrity and devotion to the principles of public service.
3. Service
At least ten years—this may include military service and employment in state or local, as well as federal, governments.